



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, JAPAN
UNIT 45006
APO AREA PACIFIC 96343-5006

REPLY TO
ATTENTION OF

IMPC-JA-MWN-FM

21 NOV 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Private Organizations

1. On Friday, 12 Sep 08, 1700-1830, a Private Organization (PO) Forum was conducted at the Camp Zama Community Club by the Directorate of Family and Morale, Welfare, & Recreation (DFMWR). The purpose of the meeting, which was open to all Garrison members, was to address DoD, Army, and local USAG-J policies/guidance pertaining to POs (i.e., PO authorization provisions, operating requirements, and local procedures) and to address questions/concerns that attendees had on PO matters.

2. A total of 52 individuals attended the forum. Most Camp Zama POs were represented at the meeting. The enclosed charts were briefed by Mr. Jeffrey Wertz, the Director, Family and Morale, Welfare & Recreation, USAG-J. Subject matter experts at the meeting included Mr. Donald Cannata, Chief, NAF Support Management Division, DFMWR and Mr. Scott Weber, Chief, Financial Management Branch (FMB), DFMWR.

3. A number of questions surfaced at the meeting. The questions and DFMWR replies are provided below.

a. Question #1: Are non-members precluded from participating in a PO's fundraising activity?

Answer: Non-members are not precluded from participating in PO fundraising activities, as long as they are willing participants. Private Organizations, however, need to be mindful that volunteers are representatives of the PO, and as such the organization assumes legal responsibilities for non-member volunteers should any problems arise.

b. Question #2: What are the procedures on food and beverage fundraising activities?

Answer: Local USAG-J policy directs that all food items sold at MWR sponsored events (i.e., Cherry Blossom, Bon Odori, Music Fest, etc.) be procured from the MWR Warehouse. At this time local policy permits POs to sell food items and bottled water during major events sponsored by MWR.

c. Question #3: Do all individuals selling food items at an approved fundraising activity require a Food Handler's Card/certification?

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Answer: No. Army Regulation (TB MED 530, Occupational and Environment Health, Food Sanitation, Section V) only requires that a minimum of two certified food handlers be present at the booth/operating area at all times.

d. Question #4: Why can't a PO use the Commissary for food purchases for a fundraising activity?

Answer: Local policy dictates that POs must use the MWR Warehouse for food items that will be sold at MWR sponsored events. DECA's policy is that Commissary items are for individual user consumption, not for resale. However, items that must be prepared, such as cake mixes, can be sold.

e. Question #5: Why is there a MWR Warehouse surcharge?

Answer: Surcharge covers MWR's acquisition, shipping, and handling costs.

f. Question #6: Can my PO sell donated food items?

Answer: Yes, a PO can accept donated food items for resale. However, POs must comply with Army regulation (TB MED 530, Occupational and Environment Health, Food Sanitation) on donated food products. A copy of this Army guidance can be downloaded at http://www.army.mil/usapa/med/DR_pubs/dr_a/pdf/tbmed530.pdf or obtained from the USAG-J PO Coordinator.

g. Question #7: How can a PO purchase T-shirts as a fundraising activity? What are the rules?

Answer: POs can purchase shirts off the local economy. We currently have two bazaar vendors that sell t-shirts. Information on these can be obtained from Ms. Maria "Joy" Manrique, who is both the USAG-J MWR Bazaar Coordinator and PO Coordinator.

A PO may not use the Military Postal System for resale items. A PO member, however, can use his/her local (Japanese) address for resale items that are procured from sources outside of Japan. These items will likely required payment of an import tax that can be paid at Japanese Post Offices.

h. Question #8: If a PO can't use the Military Postal System for goods that will be sold, what can my PO do if it wants to sell items from the US or another country?

Answer: A PO member can use his/her local (Japanese) address for resale goods that are procured from sources outside of Japan. The customs tag must state that the items are for resale. When the items arrive in country the PO must go to the Japanese Post Office and have the items declared. The items will likely required payment of an import tax. A PO must provide the USAG-J PO Coordinator a copy of the tax receipt or proof that the items did not require an import tax payment. Similarly, if a member of the private organization member brings items for

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resale back from a trip outside of Japan, the items must also be declared and Japanese Customs will likely require payment of the import tax. Again, POs must provide the USAG-J PO Coordinator a copy of the tax receipt or proof that Customs cleared the merchandise without charge.

i. Question #9: Can the MWR Warehouse provide PO's a list of items that they have available for POs to sell?

Answer: Yes. Upon request Mr. Keeley, the MWR Warehouse Manager, 263-4877, can provide POs a list of current items that are available at the MWR Warehouse.

j. Question #10: How can a PO conduct a Book Fair?

Answer: The Office of the Under Secretary of Defense (Acquisition, Technology and Logistics), in opinion rendered in Memorandum dated 15 Aug 08, subject: Exception to Policy for Use of the Military Postal System (MPS), stated that use of the MPS for Book Fairs was "not appropriate." Books for a PO sponsored Book Fair may not be shipped thru the MPS. This policy is reiterated in para 5-3c, AR 210-22, the Army's parent regulation on POs. Books for a Book Fair could potentially be shipped to a local Japanese mailing address, but this would likely then require payment of customs fees.

k. Question #11: What's the current policy on POs selling beverage items at a MWR-run special event?

Answer: Current local policy allows POs to sell bottled water and food items. Sodas and juices are sold by MWR activities and Japanese concessionaires that sell beverages (e.g., Coca Cola, DyDO, etc.). AR 215-1 prohibits POs (and concessionaires) from selling alcoholic beverages at community events; these may only be sold by MWR activities.

l. Question #12: Why does MWR set the price that an item can be sold for? For example, why are turkey legs sold for \$7.00?

Answer: MWR normally does not set the prices for food and beverage items that are sold by POs at MWR events. MWR intervenes only in cases where like items are sold by organizations/activities at differing prices. MWR does this solely as an effort to keep prices uniform. In the case of turkey legs, MWR did not set the sale price. This price was established by the PO. They were the lone participant that sold these at the event.

MWR does establish the exchange rate that is used for Yen sales. The rate is typically rounded upward to the nearest ¥10 increment (above the current exchange rate) principally for change purposes. Again, MWR does this strictly as an effort to keep prices uniform.

m. Question #13: Can the room rental charge at the Clubs be re-looked at?

Answer: Yes, MWR is currently reviewing the rental charges at the Clubs.

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n. Question #14: Will the quarterly Community Bazaars continue to be held at the Camp Zama Community Club?

Answer: Yes, MWR will continue to hold the Bazaars at the Camp Zama Community Club. We have found the Community Club to be the best place on Camp Zama to hold these events. The area around the Club provides ample parking for customers; there is sufficient room inside the club to accommodate a good number of vendors; and having the Bazaar at the Club gives customers the opportunity to enjoy a meal or coffee at the location.

o. Question #15: Can an off-base food establishment sell food at a PO function to generate funds for the PO?

Answer: The USARJ Staff Judge Advocate has opined that they can't. Off-base food establishments can only conduct business on an installation thru a MWR-initiated commercial sponsorship agreement or under a MWR concessionaire contract. POs cannot use commercial sponsorship to fund PO events or program [AR 215-1, para 11-8m].

p. Question #16: What's the policy on selling tickets for a fundraising event held at a club?

Answer: The USARJ Staff Judge Advocate Office has opined that POs can sell tickets for a fundraising event at a club as long as the PO has a signed party contract and paid the room rental charge. Again, the initial requirement for any fundraising activity is the submission of a fundraising request for Commander, USAG-J's approval.

q. Question #17: Where is the nearest Japanese Customs office located?

Answer: Import taxes may be paid at local Japanese Post Offices.

r. Question #18: Who determines the Yen exchange rate at MWR-run special events that having PO participation?

Answer: MWR does. The rate is set based on the official Yen rate provided by Central Accounting Office and rounded up to the nearest ¥10.

s. Question #19: How can members of a PO obtain a Food Handler's Permit?

Answer: Every year before the Cherry Blossom event, the USAG-J PO Coordinator sends out CHPPM-PAC's Food Handler's Class schedule to the POs. Private Organizations are asked to provide a list of people that they wish to attend the class to the USAG-J PO Coordinator. A consolidated list is then sent to CHPPM-PAC.

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4. Overall, I believe that the meeting was a great success. There were a good number of questions that surfaced, which I hope have been sufficiently addressed above. My plan is to continue to hold these meetings annually, in part because of high community turnover and continuous PO leadership changes.

5. Further questions that POs may have can be address to Ms. Joy Manrique, USAG-J Private Organization Coordinator, Financial Management Branch, DFMWR, 263-5316 or Mr. Scott Weber, Chief, Financial Management Branch, DFMWR, 263-5572.

SIGNED

Encl

JEFFREY A. WERTZ
Director, Family and Morale, Welfare
and Recreation

DISTRIBUTION:

All Camp Zama Supported Private Organizations